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ABSTRACT

The Instructional Development Grant Program of the Los Angeles Community College District encourages developmental work by faculty members towards innovative approaches that are designed to have a positive impact on the learning process. The goals of the program are to: (1) provide incentives for faculty contributions beyond the normal assignment for the design and implementation of instructional experimentation and innovation; (2) extend faculty capability to meet student needs and interests; (3) enhance the teaching-learning situation in the classroom; and (4) encourage development and utilization of new learning systems and media. This report proves information relative to the grant program, including: eligibility requirements; duration of projects; criteria for evaluation; preliminary prospectus; complete proposal; budget; procedures; deadline for application; announcement of awards; reports and accounting; regulations regarding publications; change of plans; and property rights and publications, teaching aids, materials and equipment written or developed by faculty and staff members. In addition, an appendix provides instructions for writing a preliminary prospectus for the grant program. (Not available in hard copy due to marginal legibility of original document.) (DB)

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LOS ANGELES COMMUNITY COLLEGE DISTRICT

INSTRUCTIONAL DEVELOPMENT GRANT PROGRAM

Los Angeles Community Colleges
2140 West Olympic Blvd.
Los Angeles, California 90006
(213)380-6000

Division of Educational Planning & Development
Office of Instructional Development

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September 1973

JC 730 285

LOS ANGELES COMMUNITY COLLEGE DISTRICT

Instructional Development Grant Program

I. PURPOSE

The student and the instructor interact today in the context of a learning environment characterized by revolutionary changes in the abundance of knowledge becoming available, the technology of information storage devices, and the amazing technology of new communication systems. These changes impact on a society experiencing significant social change and when an increasing proportion of students are entering higher education, many of whom have special needs and new expectations. Perhaps at no other time in our history has the challenge been so great for those who teach to capitalize on the enormous potential of new systems and new media. A rare opportunity exists for faculty to design and implement creative innovations to enhance classroom instruction.

The purpose of the Instructional Development Grant Program is to encourage developmental work by District faculty members toward innovative approaches designed to have a positive impact on the learning process.

II. GOALS

These are the goals of the Instructional Development Grant Program:

1. To provide incentives for faculty contributions beyond the normal assignment for the design and implementation of instructional experimentation and innovation.
2. To extend faculty capability to meet student need and interest.
3. To enhance the teaching-learning situation in the classroom.
4. To encourage development and utilization of new learning systems and media.

III. ELIGIBILITY REQUIREMENTS

Applicants must be full-time faculty members of a Los Angeles Community College who are assigned more than fifty percent to non-administrative duties.

Applications in which two or more faculty members cooperate or in which faculty from different institutions cooperate are eligible for support.

IV. DURATION OF PROJECTS

Projects may be carried out during the academic year, the summer, or during sabbatical leaves. Duration of projects may cover a period extending beyond one college year.

V. CRITERIA FOR EVALUATION

Grants will be awarded on a merit and competitive basis. In light of the program, proposals will be judged in terms of their promise to achieve their objectives and contribute to the development of the teaching-learning process. Proposals that will result in substantial benefits to all colleges in the District will be ranked higher than if they are of benefit to a single campus only.

VI. PRELIMINARY PROSPECTUS (See instructions attached)

The preliminary prospectus should include the following information:

A. Description of the Proposed Activity

B. Objectives

C. Significance to Instructional Program of the College

D. Estimated Budget

VII. COMPLETE PROPOSAL

Upon approval of the Preliminary Prospectus, applicants will be invited to submit a complete proposal. The proposal will include a detailed statement of objectives, methodologies, budget, an evaluation procedure, and a timetable for completing the project.

VIII. BUDGET

The following expenses are allowable:

A. Books and Publications

B. Personnel Services. Services directly related to the project may be allowed for student assistants, etc. Requests for support for more than one such assistant will require substantial evidence of the necessity of additional help to accomplish the project.

C. Equipment Rental. Rental of equipment is permitted. Purchase of major equipment will not be allowed; the committee will decide whether the cost of incidental or expendable materials is allowable. Materials (other than books and publications) acquired under a grant become the property of the institution.

D. Expendable Supplies and Materials

E. Communications

F. Other Expenses. If your budget item does not fit any of the above categories enter under "other" with adequate explanation.

G. Stipend. A stipend of $400 per each 40 hour increment of time may be requested for actual anticipated time spent on the project. The total stipend approved shall be awarded for completion of a specific project without regard to the actual period of time subsequently involved.

H. Limitation. No more than $3500 will be granted for each project. A second grant must be requested, if necessary, to complete the project.

IX. PROCEDURES

A. Preliminary Prospectus

In order to simplify the procedure for faculty members applying for Instructional Development Grants, each applicant is asked to submit a preliminary prospectus before writing a complete project proposal. The preliminary prospectus forms may be obtained from the College Dean of Instruction or the Director of Instructional Development at the District.

B. Institutional Endorsement

Ten copies of the preliminary prospects are submitted to the College Dean of Instruction for review and recommendation to the College President. Prospectuses endorsed by the College President will then be forwarded to the Vice Chancellor of Educational Planning and Development. Each prospectus must be accompanied by a statement from the College Dean of Instruction indicating how the proposed project relates to instructional goals of the college and the District.

C. Instructional Development Grant Committee

The Vice Chancellor of Educational Planning and Development shall serve as chairman of the Instructional Development Grant Committee and shall vote only in the case of a tie-vote by the committee. Membership of the committee shall be as follows:

1 College President

1 Dean of Instruction

1 Dean of Admissions and Guidance

1 Dean of College Development

1 Faculty representative selected by the District Senate

4 Faculty representatives selected by Academic Senates (Colleges to be selected on a rotating basis in alphabetical order.)

The Director of Instructional Development shall serve as the executive secretary of the committee and shall be a non-voting member.

D. Review and Evaluation

Each prospectus will be reviewed by the Instructional Development Grant Committee. If a prospectus is approved, the applicant will be invited to submit a complete proposal. (See Section VII)

The Instructional Development Grant Committee will review and evaluate complete proposals and recommend funding to the Chancellor through the Executive Vice Chancellor.

Announcement of Instructional Development Grants will be made by the Chancellor of the Los Angeles Community College District.

Any person whose proposal was not funded can request a meeting with the Director of Instructional Development to discuss the reasons for non-funding of a particular proposal.

X. DEADLINE FOR APPLICATION

The original plus nine (9) copies of approved applications are to be forwarded by the Dean of Instruction to the District Instructional Development Grant Committee according to the published schedule. Colleges may have a prior deadline to permit campus processing.

XI. ANNOUNCEMENT OF AWARDS

To be made by the Chancellor.

XII. REPORTS AND ACCOUNTING

A written report of the project will be required of each grantee within 60 days of the completion of the project. The report should include a narrative description of the activities under the grant, a brief summary of the narrative, and a single sheet accounting of expenditures with appropriate vouchers

and other documentation. The budget report should conform with accounting requirements of the District. Forms for report and accounting may be obtained from the Dean of Instruction.

XIII. REGULATIONS REGARDING PUBLICATIONS

Recipients of grants are under obligation to credit the Los Angeles Community College District in any publications emerging from grant activities. The District shall be provided with five copies of any publication resulting from or primarily related to work performed under such grants.

XIV. CHANGE OF PLANS

In the event that the applicant has a change of plans which may affect the grant, e.g., support from another source, discontinuance of the project, separation from the institution, etc., it is required that he immediately notify the Dean of Instruction, who will transmit the information to the Vice Chancellor, Chairman of the Committee.

XV. PROPERTY RIGHTS AND PUBLICATIONS, TEACHING AIDS, MATERIALS AND EQUIPMENT WRITTEN OR DEVELOPED BY FACULTY AND STAFF MEMBERS

A. All property rights in books written, teaching aids developed (including workbooks, laboratory manuals, transparencies, tapes, films, and the like) and equipment designed or invented, shall belong to the staff member or members who shall have written such book or books, developed such aids, or designed or invented such equipment, including any books, teaching aids, or equipment written, developed, or designed by any staff member in conjunction with his or her teaching assignment, with any extended or released time or assigned project authorized or directed by

the District, or written, developed, or designed prior to becoming a member of the District staff. Such property rights shall, subject to paragraph C hereof, include:

1. The right to publish for private profit and the right to copywight any book, manual, or printed official material, and
2. The right to negotiate privately with any person, firm or corporations, for the manufacture of any equipment or teaching aid, and the right to acquire any patent rights which may be obtainable thereon.

B. The property rights and joint projects of staff members undertaken either as part of a teaching assignment, released time, or assigned projects, or on their own time, shall be shared by the participants in such manner as they shall agree in writing.

C. Notwithstanding the property rights of any staff member or members in any books, teaching aids, or equipment published, developed, or designed by said staff member or members, the District shall, to the extent that said book, teaching aid, or equipment was written or designed in conjunction with an extended or released time project or program, have a joint property right therein.

Said joint property right shall entitle the District to use or purchase said book, teaching aid, or equipment regardless of copyrights or patents thereon and exclusive of any royalties, commissions, or other pecuniary profit to the applicable staff member or members until such time as the District has been reimbursed from said royalties, commissions or other pecuniary profit to the extent and amount that the District paid for that part of the project or program which resulted in the creation of the book, teaching aid or equipment, not to exceed the staff member's pay rate for a like amount of time at the part-time salary rate for his particular salary category and such other costs as may be involved in the project.

Once reimbursement for such extended or released time has been made, any joint property rights of the District shall cease and all royalties, commissions, or pecuniary profit thereafter earned by the sale of said book, teaching aid, or equipment, to any purchaser thereof shall belong exclusively to the staff members.

D. A staff member by executing an employment contract with the District, hereby agrees to give the District the joint property right hereinabove described.

A-P-P-E-N-D-I-X

INSTRUCTIONS

for writing a preliminary prospectus for
the Los Angeles Community College District
Instructional Development Grant Program

DIVISION OF EDUCATIONAL PLANNING AND DEVELOPMENT
Office of Instructional Development

GENERAL INFORMATION

1. Preliminary Prospectus

In order to simplify the review procedure for faculty members applying for Instructional Development Grants, each applicant is asked to submit a preliminary prospectus before writing a complete project proposal.

2. Review and Evaluation

Each prospectus will be reviewed by a panel composed of members assigned by the Vice Chancellor of Educational Planning and Development. If a prospectus is approved, the applicant will be invited to submit an application for funding. If a prospectus is not approved, the applicant may resubmit the proposal at a later date.

3. Criteria for Evaluation

The criteria for evaluation of the prospectus is found in Section V of the Instructional Development Grant Program, Los Angeles Community Colleges, Revised September 1973.

Applicants must meet the eligibility requirements stated in Section III of the same document.

In addition to the description of the activity and the objectives to be achieved, the prospectus must include a statement from the College Dean of Instruction indicating the relationship of the proposed project to the instructional program. This statement should include an indication of the relative importance of the project in terms of college priorities and objectives.

4. Prospectus Requirements

The prospectus should contain a statement describing the proposed project and how the project will be of benefit to the instructional program of the college.

Identification Number_____

LOS ANGELES COMMUNITY COLLEGE DISTRICT

INSTRUCTIONAL DEVELOPMENT GRANT PROGRAM

Preliminary Prospectus Form

for _____
Fiscal Year

FOR YOUR ATTENTION: Guidelines should be carefully read before completing this application.

Copies: Original plus nine (9) to Dean of Instruction

Forwarding Procedure: The Dean of Instruction will forward original plus nine (9) copies to:

Instructional Development Grants Committee
Vice-Chancellor of Educational Planning and Development
2140 West Olympic Boulevard
Los Angeles, California 90006

INSTRUCTIONAL DEVELOPMENT GRANT

P-R-E-L-I-M-I-N-A-R-Y P-R-O-S-P-E-C-T-U-S

TITLE:

DESCRIPTION OF THE PROPOSED ACTIVITY:

UNIVERSITY OF CALIF.
LOS ANGELES

DEC 28 1973

CLEARINGHOUSE FOR
JUNIOR COLLEGE
INFORMATION

OBJECTIVES OF THE PROJECT:

STATE BRIEFLY THE VALUES ACCRUING TO THE COLLEGE AND THE DISTRICT IN TERMS OF INSTRUCTION:

ESTIMATED TOTAL BUDGET: $_____
(Maximum - $3500)

Submitted by:

_____ _____
Name Date

_____
College

A statement must be attached from the Dean of Instruction of the college indicating how the proposed project relates to the goals and objectives which have been established for instructional development.

Recommended:

_____ _____
College President Date